

**OFFICIAL CONTRACT RECORD CHECKLIST -
CONTRACT MODIFICATION/DELIVERY ORDER**
(EFARS Subpart 4, Section 802)

CONTRACT NO.

SOLICITATION NO.

SECTION C - CONTRACT MODIFICATION/DELIVERY ORDER

TAB	ITEM	CHECK COLUMN IF APPLICABLE	CHECK COLUMN IF IN FILE OR WRITE IN LOCATION	DATE OF ACTION
	1. MEMORANDUM DIRECTIVE OR PURCHASE REQUEST.			
	2. EVIDENCE OF AVAILABILITY OF FUNDS.			
	3. REQUEST FOR PROPOSALS.			
	4. GOVERNMENT ESTIMATE, SIGNED AND APPROVED.			
	5. CONTRACTOR'S PROPOSAL TO INCLUDE COST OR PRICING DATA (SF 1411) AND CERTIFICATE OF CURRENT COST OR PRICING DATA OR A REQUIRED JUSTIFICATION FOR WAIVER.			
	6. REJECTED ENGINEERING CHANGE PROPOSALS (THESE SHALL BE FILED SEPARATELY FOR EARLIER DISPOSAL AS PROVIDED IN FAR 4.805(b)).			
	7. COST OR PRICE ANALYSIS.			
	a. TECHNICAL ANALYSIS.			
	8. PRE-BCM.			
	a. POST-BCM.			
	b. PRICE NEGOTIATION MEMORANDUM.			
	9. JUSTIFICATIONS AND APPROVALS, DETERMINATIONS AND FINDINGS, AND ASSOCIATED CORRESPONDENCE, AS REQUIRED.			
	10. AUDIT REPORT, IF REQUIRED, OR JUSTIFICATION FOR WAIVER.			
	11. SIGNED MODIFICATION OR DELIVERY ORDER.			
	12. INDIVIDUAL PROCUREMENT ACTION REPORT (DD FORM 350).			
	13. NOTICE TO PROCEED.			
	14. OTHER:			
	a.			
	b.			
	c.			
	d.			
	15. ROUTING SHEET.			